

Instructions for registration at ICAO's tendering website



Go to:

<http://www.icao.int/procurement/>

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Welcome to the ICAO Tendering Website

Suppliers interested in viewing the International Civil Aviation Organization's (ICAO) current tendering opportunities may select the Bulletin Board button below:

[Bulletin Board](#)

For suppliers wishing to register with ICAO, select the 'Register' button on the left.

Important information for registration applicants: Please read:
[General Information Regarding Registration with ICAO.](#)

Once registered, you will be able to download the tender documentation, add yourself to the bidders list and submit your bid electronically.

There is no registration fee.

To express your interest in a particular tender, you will need to have registered your company and log in to the ICAO Tendering Website.

Suppliers are subject to eligibility requirements which are detailed at: [Prerequisites for Eligibility](#)

ICAO's Terms and Conditions, which form part of any purchase order, are available for viewing at: [ICAO's Terms and Conditions](#)

GUIDELINES FOR COMPANIES AND VENDORS REGISTERING WITH ICAO FOR PARTICIPATION IN TENDERING OPPORTUNITIES:

In order to ensure a fair, competitive and open process, once a project or procurement is published on the ICAO Tendering Website all communications from interested vendors or persons acting on their behalf, relevant to a published tender, must be directed to ICAO via this website as indicated in the tender document instructions to Tenderers.

Vendors and companies wishing to register with ICAO's Tendering website may do so on this website by clicking on "Register" under "New Users" on the left. Any concerns regarding the registration process should be routed to the following e-mail address registrationqueries@icao.int specifying "Queries with Registration".

A tender price and document must be fully uploaded and submitted in the ICAO Tendering System by the indicated closing date/time. It is recommended that potential suppliers wishing to upload their proposal do so within sufficient allotted time and before the closing date of the tender. ICAO is not responsible for issues that may arise when uploading and submitting documents such as speed, time of upload, format, type or quality of documents. Please note that all bid/proposals received after the closing period WILL NOT be accepted by the system under any circumstances. Note also that pricing or financial information provided directly to any ICAO recipient other than through the ICAO tendering portal, will automatically disqualify the potential bidder for the tender, as such action compromises the integrity of the Tender process. Please refer to the instructions to Tenderers for details.

Vendors or respondents to any tender or solicitation published by ICAO, or persons acting on their behalf shall not contact (via e-mail or telephone) any employee of the ICAO Procurement Section concerning any aspect of this solicitation between the publishing of the solicitation/tender and the date of the notice of award. Violation of this provision may be grounds for rejecting a response.

At any time, suppliers must refrain from directly contacting by telephone or personal work emails, any ICAO Procurement Staff member regarding potential/pipeline projects, and budgets.

Vendors or companies requesting a meeting to demonstrate or provide briefings on their goods/services and/or to obtain information on ICAO Procurement opportunities may do so by contacting ICAO at procurement@icao.int, explaining the intent. If deemed appropriate, the procurement section shall contact the vendor in writing and propose a date for a meeting, if deemed appropriate, which a minimum of two ICAO Procurement Staff shall attend.

In accordance with standard UN Procurement Guidelines, vendors which have been unsuccessful in a tendering exercise and wish to obtain a de-brief on the tender/solicitation outcome, may do so by contacting ICAO at procurement@icao.int. A debrief meeting may be arranged where the following framework shall apply: During the debriefing only the proposal from the unsuccessful supplier will be reviewed. ICAO will discuss the sections / points of this proposal which were considered not acceptable or non compliant or where ICAO envisages there could be some improvements. ICAO will clarify the evaluation criteria used, the reasons for non-compliance and indicate areas of improvement in future tender participation. In no circumstances will ICAO discuss or disclose any technical details about the proposal selected for award of the contract other than the published final price of the selected vendor.

ICAO does not, and shall not, tolerate any fraudulent, corrupt and/or collusive practices in the course of its operations. A zero tolerance approach is adopted towards all fraudulent or corrupt practices. Any cooperating partner, supplier and/or other third party entering into a contractual arrangement with ICAO shall be required to represent that it has not, and shall not, engage in any fraudulent, corrupt or collusive practices.

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W3C WAI-AA
WCAG 2.0
v2.2.0.3 (17 Oct 2012)

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Instructions for registration at ICAO's tendering website



Click on "Register"

Existing Users

Please enter your username and password then select the Login button below.

Username

Password

Login

Forgotten login details?

New Users

To register your company and create an account, please select the Register button below.

Register

Welcome to the ICAO Tendering Website

Suppliers interested in viewing the International Civil Aviation Organization's (ICAO) current tendering opportunities may select the Bulletin Board button below.

Bulletin Board

For suppliers wishing to register with ICAO, please select the Register button below.

Important information for registration

General Information Regarding Registration

Once registered, you will be able to view the current tendering opportunities.

There is no registration fee.

To express your interest in a particular tender, please select the Register button below.

Suppliers are subject to eligibility requirements, which are detailed in the Instructions to Tenderers.

ICAO is not responsible for issues that arise from the tendering process.

GUIDELINES FOR COMPANIES AND INDIVIDUALS

In order to ensure a fair, competitive and transparent tendering process, the following guidelines shall apply:

Vendors and companies wishing to specify "Queries with Registration" shall be subject to the following conditions:

A tender price and document must be submitted to ICAO in accordance with the following framework shall apply to all tenders. ICAO will clarify the other than the published final price of the tender.

ICAO does not, and shall not, tolerate any arrangement with ICAO shall be required.

To register your company and create an account, please select the Register button below.

Register

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W3C MAI-AA ICAO 1.0

Instructions for registration at ICAO's tendering website



Complete the requested information:

Register

Self Registration

Please complete the following information to start the registration process, then select Register. A confirmation email will be sent to the email address you enter, for you to activate your login.

Company Name

Your Title

First Name

Last Name

Job Title

Email

Confirm Email

Phone

Address line 1

Address line 2

Address line 3

Address line 4

City

State/Province

Postal code

Country of registration

Username

Password

Security Question

Security Answer

Cancel Register

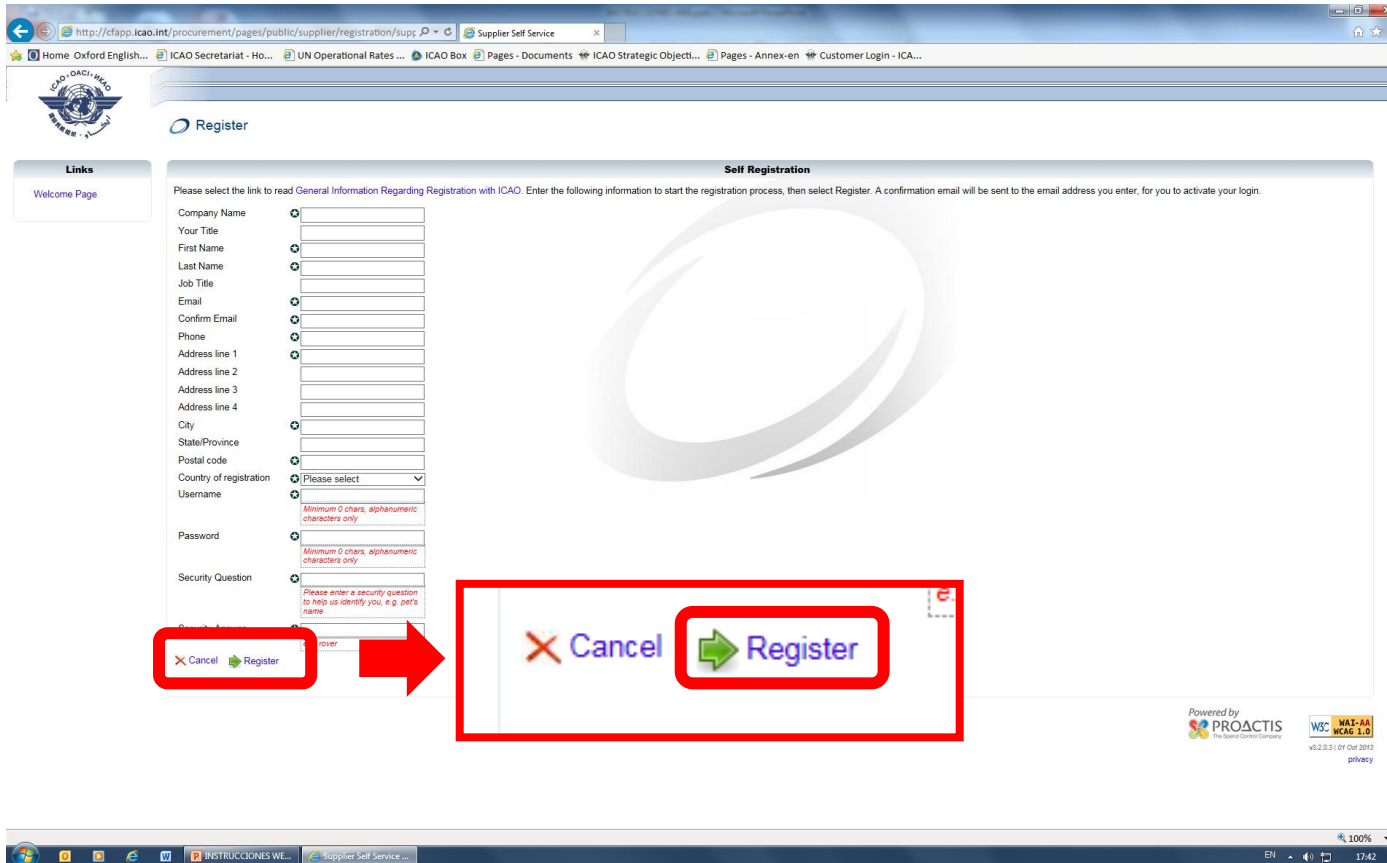
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WSC WAT-1.0 WCAG 1.0

v3.2.0.3.1 01 Oct 2013

privacy

Select “register”:



Register

Self Registration

Please select the link to read General Information Regarding Registration with ICAO. Enter the following information to start the registration process, then select Register. A confirmation email will be sent to the email address you enter, for you to activate your login.

Company Name

Your Title

First Name

Last Name

Job Title

Email

Confirm Email

Phone

Address line 1

Address line 2

Address line 3

Address line 4

City

State/Province

Postal code

Country of registration

Username

Password

Security Question

Cancel Register

Cancel Register

Powered by PROACTIS

W3C WAI-AA WCAG 1.0

v3.2.0.3 | 01 Oct 2013

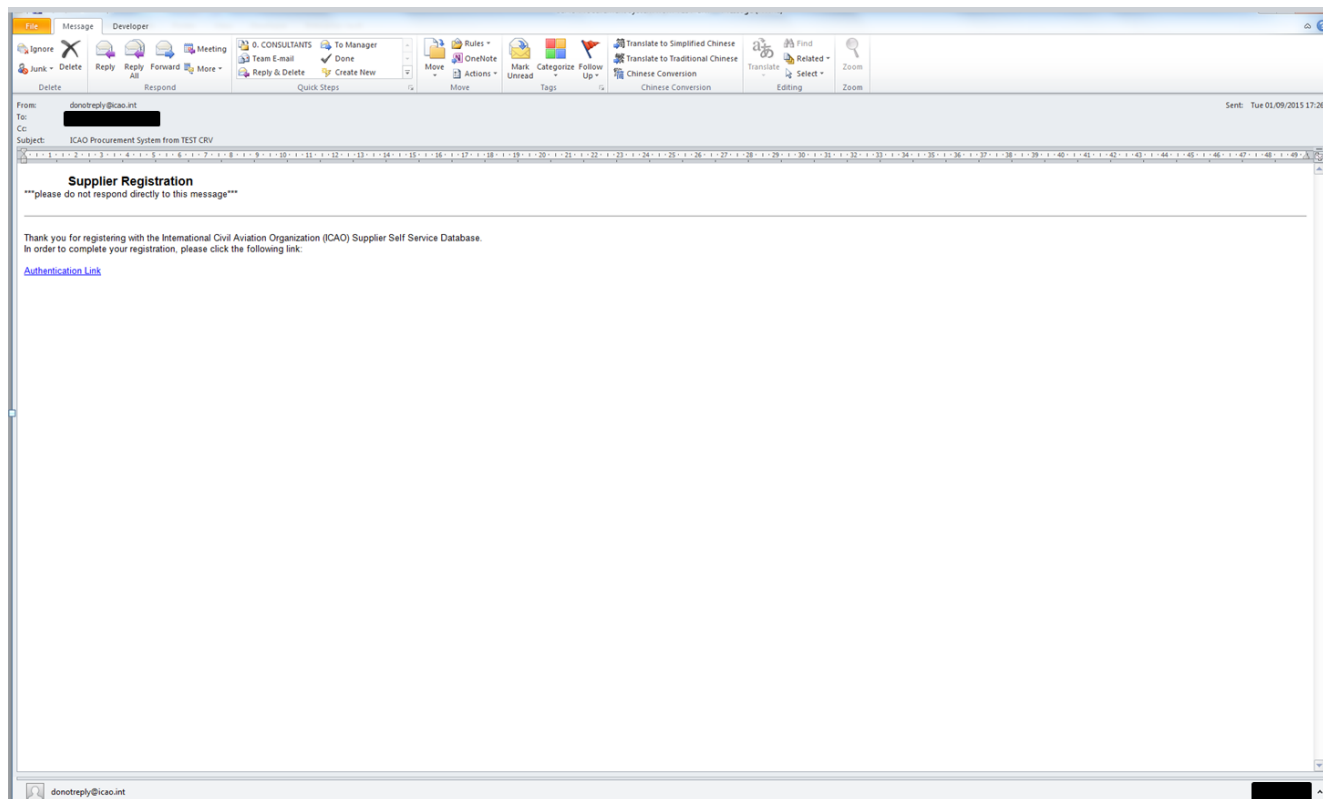
privacy

Note that you will have to provide a temporary password

Instructions for registration at ICAO's tendering website



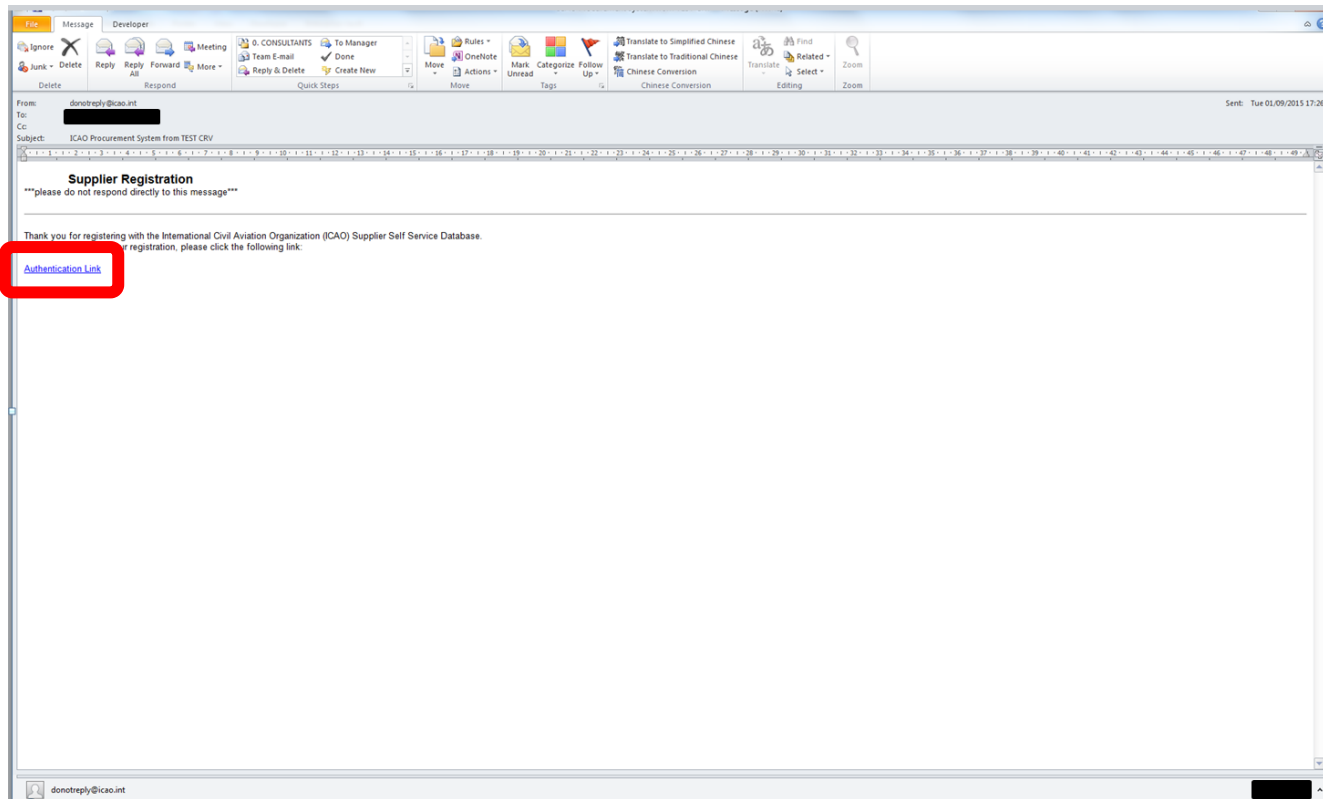
At this point on the registration process, you will receive an e-mail in the address indicated during said registration:



Instructions for registration at ICAO's tendering website



On the e-mail, select “Authentication Link”



The link will redirect to ICAO's tendering website, where you will have to complete additional information pertaining your company. You will also have to change the password provided initially.

Once you provide the additional information, click on "Save".